



GOBIERNO DE PUERTO RICO
ADMINISTRACIÓN DE SEGUROS DE SALUD

Instructions for the Virtual Mandatory Pre-Proposal and Actuarial Conference FOR STATE FUNDED HEALTH PLAN RFP # 2026-002 (SFHP)

A. GENERAL INSTRUCTIONS:

1. It shall be each Potential Offeror's responsibility to join the conference promptly before 10:00 AM (AST).
2. The Virtual Meeting Waiting Room will be open beginning at 9:45 AM (AST).
3. ASES reserves the right not to repeat information for participants that join the conference after it has begun.
4. **Once participants enter the Conference Room, they must register their attendance through the chat by stating their name and that of the Potential Offeror's organization they represent.**
5. **Please submit the Pre-Registry Form on or before 11:59 PM (AST) on August 6, 2026.**
6. Please note that verbal responses provided during the Conference will not be considered binding to ASES unless later confirmed in writing. ASES will share written responses to certain questions, at its discretion, in the Q&A Response Document.

B. CONFERENCE LOGISTICS AND PROTOCOL

1. The participant's full name must appear in their video frame/display box upon joining the waiting room.
2. All participants must have their camera turned on at all times for the duration of the meeting.
3. All participants must wait in the waiting room to be given access to the virtual conference room.
4. All participants will be muted upon entry to the virtual conference room.
5. During the presentations, please begin submitting questions using the chat feature. Please properly identify your company in the chat.
6. After the conclusion of each presentation (Preproposal and Actuarial), ASES will announce a 10-minute break after which it will respond to some of the questions submitted in the chat. ASES reserves the discretion to select which questions will be answered during the Conference and which will be later answered as part of the Q&A.
7. Please stay connected.